

Nellie McClung School
School and Parent Advisory Council Positions

All positions are to attend council meetings

POSITION	DUTIES	TIME COMMITMENT
CHAIR (Executive Position)	<ul style="list-style-type: none"> ➤ Attend monthly Executive meeting ➤ Chair and organize council meetings including monthly executive meetings <ul style="list-style-type: none"> ○ prepare agenda for all meetings <ul style="list-style-type: none"> ■ contact all board members for requested agenda items ■ when required meet with executive to discuss / prioritize agenda item ➤ Support and communicate regularly with the school council and PAC ➤ Communicate with the principal on a regular basis <ul style="list-style-type: none"> ○ Serve as liaison for board ➤ Ensure regular communication with the school community <ul style="list-style-type: none"> ○ Monthly newsletter submission to be submitted to admin ○ Assist with website and bulletin ○ Triage questions and concerns to appropriate member / person ○ Check school council email alongside Secretary ○ Assist with FB page ➤ Stay informed about school board policy that impacts school council ➤ Promote teamwork between the school council, principal and staff ➤ Work to ensure appropriate guidelines / policy are being created and followed ➤ Ensure creation / success of sub committees ➤ Regular check ins with Treasurer <ul style="list-style-type: none"> ○ Available signed cheques ○ Budget is being adhered to and is serving to best of ability 	15-20 hours per month
VICE CHAIR (Executive	<ul style="list-style-type: none"> ➤ Attend monthly Executive meeting 	7-10 hours per month

<p>Position)</p> <p>This role may be shared with the chair through the creation of co-sharing positions.</p>	<ul style="list-style-type: none"> ➤ Assists the Chair with duties, as assigned, and in the absence of the Chair, assumes the duties of the Chair ➤ Take on special projects to help with the effective operation of school council ➤ Help prepare for school council and other meetings 	
<p>TREASURER (Executive Position)</p>	<ul style="list-style-type: none"> ➤ Attend monthly executive meeting ➤ Deposits money into bank account ➤ Serve as a cosigner on cheques with at least one other signing officer ➤ Reimburses individual expenditures based on pre-approval and budget categories ➤ Reconciles all accounts monthly ➤ Provides monthly report to school council ➤ Provides monthly reconciled bank statements to Executive and School Principal ➤ Distributes disbursements to the school to reimburse for expenses covered by PAC budget, purchase items and plan events ➤ Prepares annual financial report and arranges for audit of financial statements ➤ Files Annual returns with CRA and AGLC and ensure they are submitted in a timely manner ➤ Works with Principal, Executive and PAC to create an annual yearly budget ➤ Participate in the development of Financial Policy ➤ Ensure that the board regularly monitors the organization's financial performance and alerts it to any important discrepancies ➤ Issue tax receipts for donations over set amount for pre-determined fundraisers 	<p>10-20 hours per month</p>

SECRETARY (Executive Position)	<ul style="list-style-type: none"> ➤ Attend monthly Executive meeting ➤ Records and maintains accurate and complete minutes of meetings and attendance sheet ➤ Distributes meeting via email in a timely manner for review and then to school wide distribution <ul style="list-style-type: none"> ○ posts on webpage ○ Ensures posting in FB page files ➤ Provides copies of the minutes at the school council meetings 	4-6 hours per month
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POSITION	DUTIES	TIME COMMITMENT
FUNDRAISING COORDINATOR	<ul style="list-style-type: none"> ➤ Identify fundraising goals for the year with council ➤ Set the fundraising itinerary for the year as per agreed upon events and identify organizers for events <ul style="list-style-type: none"> ○ Include school parent body, teachers, admin in execution of events and brainstorming ➤ Regularly communicates with Volunteer Coordinator to run events and obtain volunteers ➤ Attends fundraising events and helps to coordinate workings of event ➤ Forms committees to plan and execute events ➤ Reports outcome of events to council at meetings ➤ Record event plan, minutes and outcome to be uploaded into Google docs "events / fundraising" folder ➤ Collects and transfers funds to the Treasurer 	10-15 hours per month

CASINO COORDINATOR	<ul style="list-style-type: none"> ➤ Work with AGLC to identify current PAC executive members ➤ Work with AGLC to determine Casino dates ➤ Work with Volunteer Coordinator to establish a volunteer list ➤ Identify and contract the Casino Advisor to support the paperwork and ensure all volunteers are in compliance with Casino rules ➤ Ensure all necessary pre-casino paperwork is completed and delivered on time ➤ Ensure all Casino paperwork is completed with the Casino Advisor during Casino ➤ Ensure all post-Casino paperwork is completed and archived for any future audits ➤ Work with Treasurer to ensure that AGLC has all necessary banking information and paperwork for deposits 	<p>Less than 5 hrs/month pre-Casino</p> <p>Time commitment during Casino is shared with Volunteer Coordinator</p>
COMMUNICATION LIAISON	<ul style="list-style-type: none"> ➤ Constant communication with PAC in regards to messages to be communicated to school families ➤ Work alongside volunteer coordinator and Fundraising coordinator to assist in event communication efforts ➤ Ensure that Nellie FB page is current with the following: <ul style="list-style-type: none"> ○ Messages from student council ○ Events and Fundraisers ○ Important communication from school / admin ○ Community happenings when directly involve families of Nellie ○ Minutes and agendas of 	<p>5-10 hours per month</p>

	<p>Student council / PAC meetings uploaded to Files section of FB</p> <ul style="list-style-type: none"> ➤ Assist with council website 	
VOLUNTEER COORDINATOR	<ul style="list-style-type: none"> ➤ Establishes line of communication with room reps ➤ Works with Fundraising Coordinator to set up volunteer requests on Sign-up Genius and email volunteer opportunities ➤ Confirms and orientates volunteers for events ➤ Reports happenings of month at each meeting 	5-10 hours per month
CBE KEY COMMUNICATOR	<ul style="list-style-type: none"> ➤ Attend CoSC meetings and report relevant information to council ➤ Attend council and executive meetings ➤ Connect with other relevant education associations (ie: ASCA, CAPSC) and communicate to council regarding trading and other opportunities ➤ Stay informed about policies that impact school councils 	4-6 hours per month
MEMBERS AT LARGE (2 Positions)	<ul style="list-style-type: none"> ➤ Attend meetings and participate on committees 	1-2 hours per month
TEACHER REPRESENTATIVE	<ul style="list-style-type: none"> ➤ Meet with teaching staff and represent their concerns/suggestions to council ➤ Inform teaching staff about the activities of the council ➤ Participate in events/committee 	4-6 hours per month

